

## CGHR

A NEWSLETTER FOR THE COAST GUARD  
HUMAN RESOURCES COMMUNITY



OCTOBER 22, 2013

### ON THE RADAR SCREEN

Ken Blanchard webinar (registration required)



#### High Potential Leadership: Three Strategies to Boost Your Bottom Line

Poor leadership practices cost companies millions of dollars each year by negatively impacting employee retention, customer satisfaction, and overall employee productivity.

Wednesday, October 30 • 12:00PM EST

To register, go to <http://www.kenblanchard.com/Events/Webinars>

Human Capital Institute webcasts (registration required)



#### Harness the Talent of Natural Leaders in Your Organization

As part of the development of future leaders, it is imperative that once a high potential employee is identified that they are allowed to enter the crucible of leadership to emerge prepared to take on the roles for which they have been groomed.

Tuesday, November 5 • 3:00pm EST

To register, go to <http://www.hci.org/lib/harness-talent-natural-leaders-your-organization>

#### Emotional Intelligence Tools to Raise Focus and Performance

Emotional Intelligence is increasingly being linked to high performance from the various fields such as human resources, brain neuroscience, mindfulness, positive psychology and performance management.

Wednesday, November 6 • 3:00pm EST

To register, go to <http://www.hci.org/lib/emotional-intelligence-tools-raise-focus-and-performance>

American Management Association webinar  
(registration required)



#### When Good Leaders (Sometimes) Go Bad

This webcast explores why good leaders go bad (temporarily versus the chronically horrible leaders that go bad every minute of the day). Using insights from neuroscience, psychology and group dynamics this program shines a bright light into the dark corners of these leadership snafus.

Wednesday, November 6 • 1:00pm EST

To register, go to <http://www.amanet.org/training/webcasts/When-Good-Leaders-Sometimes-Go-Bad.aspx>

## ARTICLES AND RESOURCES

### St. Elizabeths Dining Menus



Large Cafeteria (Dining Hall): <http://eurestdining.compass-usa.com/DHSDining/Pages/CafeHoursContacts.aspx?LocationID=7> (click menu)

Coast Guard Café: <http://eurestdining.compass-usa.com/DHSDining/Pages/CafeHoursContacts.aspx?LocationID=8>

### 10 Things Extraordinary Bosses Give Employees

<http://www.inc.com/jeff-haden/10-things-extraordinary-bosses-do-for-their-employees.html>

**Issue of Merit** (publication of the U.S. Merit Systems Protection Board). Articles include: Leadership Exit Surveys and Employee-Supervisor Relationships: A Key to Capitalizing on Employees' Talents.

<http://www.mspb.gov/netsearch/viewdocs.aspx?docnumber=913168&version=916773&application=ACROBAT>

### Eight Things Not To Say During a Presentation

<http://blog.kevineikenberry.com/communication/eight-things-not-to-say-during-a-presentation/>

### How to secure your phone before you sell it

[http://www.cbsnews.com/8301-505143\\_162-57607286/how-to-secure-your-phone-before-you-sell-it/](http://www.cbsnews.com/8301-505143_162-57607286/how-to-secure-your-phone-before-you-sell-it/)

## CG SUPRT: EDUCATION AND CAREER CENTER

### CG SUPRT Education and Career Center for Spouses and Dependents



Your CG military or civilian spouse or dependent may be wondering about how to develop their own career, what training programs they are eligible for, and how to find job opportunities in the area. The CG SUPRT Education and Career Center offers them the opportunity to explore their career path by working with an Education and Career Counselor.

Reasons to use CG SUPRT Education and Career Center:

- ◆ Learn about yourself
- ◆ Explore potential career options
- ◆ Find out about financial aid options
- ◆ Explore education and training program resources
- ◆ Take a targeted career assessment
- ◆ Learn tips on building your resume
- ◆ Learn how to write a cover letter
- ◆ Discuss job relocation planning techniques
- ◆ Review job search techniques
- ◆ Practice interviewing skills

The CG SUPRT Education and Career Center services are free and confidential. The program also offers thousands of articles, tip sheets, webinars and videos on career options. To access, visit [www.cgsuprt.com](http://www.cgsuprt.com). Click on "CG SUPRT Education and Career Center," located under the Quick Links toolbar. **Call today 855- CG SUPRT (247-8778) or visit [www.cgsuprt.com](http://www.cgsuprt.com).** Help is available 24 hours a day, 365 days a year.

## 10 Techniques for More Precise Writing

<http://www.dailywritingtips.com/10-techniques-for-more-precise-writing/>

### Write Emails That People Will Read

Corporate employees receive and send more than 100 emails a day on average, and competition for readers' attention is fierce. Luckily, crafting emails that encourage people to read and act is relatively easy. Before you start typing:

- ◆ **Put the subject line to work.** Most of us already use our subject line to predict the "what" of the email, e.g. "Monthly Financials." But it's also the place to build a personal bridge: "Monthly Financials, per Peter's request," or to indicate urgency: "Monthly Financials. Need feedback by Tuesday."
- ◆ **Visually highlight the key message.** Clear structure and typographical signaling, like bolding and bullets, will boost the odds that your reader will get your message quickly and respond in ways that meet your goal.
- ◆ **Time the delivery for maximum impact.** Never send an email at the end of the day or the start of a weekend. Make sure people are opening it at a time when they're at their desks and have time to read it.

Adapted from The Art of Irresistible Email, <http://blogs.hbr.org/2013/07/the-art-of-irresistible-email/>

### Help Your Company Cut Back on Email

You can't control how many emails you receive, but you can control how many you send. In a recent study, one firm's workers followed suit when their executives reduced overall email output. You can spark a similar reduction and improve efficiency across your organization by doing the following:

**Choose the right medium.** Consider whether your communication merits a phone call or in-person meeting, where vocal tone and body language provide real-time feedback on how clearly a message is being understood.

**Be deliberate.** Don't forward messages unless strictly necessary, and limit the number of recipients on each outgoing note.

**Make it real.** Set a target for reducing the number of messages you send. Include it in your performance goals to keep yourself honest.

Source: Harvard Business Review, <http://hbr.org/2013/09/to-reduce-e-mail-start-at-the-top/ar/1>

## RECENT FLAG VOICES

**Flag Voice 399** - Civilian Pay Information during FY 2014 Fiscal Hiatus - <http://www.uscg.mil/hq/cg1/flagvoice/fv399.asp>

All Flag Voices are online at <http://www.uscg.mil/hq/cg1/flagvoice/default.asp>

## SEMPER PARATUS

Back issues of CGHR are archived on CG Portal - <https://cglink.uscg.mil/2dfb4a63> (path: Communities > Human Resources Community of Practice > Human Resources Library > CGHR)

## NEW FACES IN CG-1

*Welcome –*

- ◆ LCDR Lynda LeCrone to CG-12C

Let us welcome the new faces in your office. Send their names, along with their previous assignment or agency and their new office

**VOLUNTEER REPORTERS WANTED.** Your story ideas and events are always welcomed. Send them to the [CGHR Editor](#).

The next issue of CGHR: On the Radar Screen will be sent on December 10.

**Personnel feedback helps SAPR program continue to improve**

<http://allhands.coastguard.dodlive.mil/2013/10/21/personnel-feedback-helps-sapr-program-continue-to-improve/>

**Civilian pay information during FY 2014 fiscal hiatus**

<http://allhands.coastguard.dodlive.mil/2013/10/15/civilian-pay-information-during-fy-2014-fiscal-hiatus/>

**Suspension of Coast Guard mass transit benefits**

<http://allhands.coastguard.dodlive.mil/2013/10/15/suspension-of-coast-guard-mass-transit-benefits/>

**What do you have on your phone?**

<http://allhands.coastguard.dodlive.mil/2013/10/11/what-do-you-have-on-your-phone/>

**Flash media – small, but deadly ... to computer systems**

<http://allhands.coastguard.dodlive.mil/2013/10/09/flash-media-small-but-deadly-to-computer-systems/>

**Recalling civilian employees under the Pay Our Military Act**

<http://allhands.coastguard.dodlive.mil/2013/10/07/recalling-civilian-employees-under-the-pay-our-military-act/>

**Ready Coast Guard: Build a kit**

<http://allhands.coastguard.dodlive.mil/2013/09/30/ready-coast-guard-build-a-kit/>

**Ready Coast Guard: Make a Plan**

<http://allhands.coastguard.dodlive.mil/2013/09/24/ready-coast-guard-make-a-plan/>

**CG PORTAL UPDATE**

There have been multiple reports that when accessing CG Portal users are receiving a "Web Page not found" error message is displayed.

This error message is the result of an invalid certificate caused by a Microsoft Root Update Utility. This utility causes the certificate chain of the DoD Root CA 2 certificate to become invalid.

Until a permanent fix can be developed, the following steps can be utilized as a workaround:

1. Open Internet Explorer (IE).
2. On the Toolbar click Tools, and then select Internet Options. This will open the Internet Options window.
3. On the Internet Options window, click the Content tab.
4. In the Certificates section, click Certificates. This will open the Certificates window.
5. Click the Intermediate Certification Authorities tab.
6. Click the Issued To header to sort the certificates by the name of the issuing organization.
7. Search for the DoD Root CA 2 certificate. If there are two certificates, remove the DoD Root CA 2 certificate that is issued by DoD Interoperability Root CA 1.
8. Search for the Common Policy certificate. If found, select the certificate, and then click Remove.
9. Close the Certificates window and then close the Internet Options window. Attempt to access CG Portal again.

If you continue to experience problems, submit a CGFIXIT ticket.

## RECENT MESSAGES

ALCOAST 454/13: ASSISTANT COMMANDANT FOR HUMAN RESOURCES (CG-1) REORGANIZATION - [http://www.uscg.mil/announcements/alcoast/454-13\\_ALCOAST.txt](http://www.uscg.mil/announcements/alcoast/454-13_ALCOAST.txt)

ALCOAST 451/13: RELEASE OF THE LIMITED PERSONAL USE OF GOVERNMENT OFFICE EQUIPMENT AND SERVICES INSTRUCTION - [http://www.uscg.mil/announcements/alcoast/451-13\\_ALCOAST.txt](http://www.uscg.mil/announcements/alcoast/451-13_ALCOAST.txt); CI 5375.1D - [http://www.uscg.mil/directives/ci/5000-5999/CI\\_5375\\_1D.PDF](http://www.uscg.mil/directives/ci/5000-5999/CI_5375_1D.PDF)

ALCOAST 449/13: SITREP TWO: U.S. COAST GUARD MILITARY CAMPAIGN FOR SEXUAL ASSAULT PREVENTION AND RESPONSE - [http://www.uscg.mil/announcements/alcoast/449-13\\_ALCOAST.txt](http://www.uscg.mil/announcements/alcoast/449-13_ALCOAST.txt)

ALCOAST 445/13: SUSPENSION OF COAST GUARD MASS TRANSIT BENEFITS - [http://www.uscg.mil/announcements/alcoast/445-13\\_ALCOAST.txt](http://www.uscg.mil/announcements/alcoast/445-13_ALCOAST.txt)

ALCOAST 441/13: THE INTEGRITY OF THE MILITARY JUSTICE PROCESS - [http://www.uscg.mil/announcements/alcoast/441-13\\_ALCOAST.txt](http://www.uscg.mil/announcements/alcoast/441-13_ALCOAST.txt)

ALCOAST 439/13: UPDATE TO MILITARY ASSIGNMENTS AND AUTHORIZED ABSENCES, COMDTINST M1000.8 - [http://www.uscg.mil/announcements/alcoast/439-13\\_ALCOAST.txt](http://www.uscg.mil/announcements/alcoast/439-13_ALCOAST.txt)

ALCOAST 416/13: NATIONAL CYBER SECURITY AWARENESS MONTH - OUR SHARED RESPONSIBILITY - [http://www.uscg.mil/announcements/alcoast/416-13\\_ALCOAST.txt](http://www.uscg.mil/announcements/alcoast/416-13_ALCOAST.txt)

Messages authorized for internet release are available on the WWW at [www.uscg.mil/announcements/](http://www.uscg.mil/announcements/). The internal message archive is located on CG Portal at <https://cgportal2.uscg.mil/library/generalmessages/SitePages/Home.aspx>

GETTING  
ON GOOD

A GRIP  
GRAMMAR

Want to make sure poor writing skills don't trip you up?  
Master these **10** rules to help you shine at school and work.

1

's/s'

**'s** = belonging to a single person or object.  
**Example:** The boy's family is proud of him.

**s'** = belonging to multiple people or objects.  
**Example:** The sisters' bedroom is decorated in green.

*Exception: When referring to an already plural word, like children, you would write children's.*

Affect/Effect

**Affect** = to influence.  
**Example:** Leading a group of kids can affect them positively.

**Effect** = a result.  
**Example:** You can have a positive effect on a group of kids.

*Hint: Affect is most often a verb, while effect is most often a noun.*

3

Farther/Further

**Farther** = a measure of distance or length.  
**Example:** The quarterback threw the football farther than he ever had.

**Further** = more of.  
**Example:** She wants to further her studies in medicine.

His or Her/Their

**His or Her** = belonging to a single person.  
**Example:** Anyone can lose his or her appetite once in a while.

**Their** = possessed or claimed by a group.  
**Example:** Athletes can lose their appetites once in a while.

5

I/Me

**I** = use when referring to yourself before the verb.  
**Example:** My spouse and I went to the restaurant.

**Me** = use when referring to yourself after the verb.  
**Example:** My daughter went to the restaurant with my spouse and me.

*Hint: If it doesn't sound right to say "me" by itself, then use I.*



## It's/Its

**It's** = it is/has.

**Example:** It's a beautiful day. It's been a long week.

**Its** = belonging to something.

**Example:** The dog wanted its bone.

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*Hint: If it doesn't sound right to say "it is/has," then use its.*

7

## Than/Then

**Than** = shows comparison.

**Example:** Eagles are larger than robins.

**Then** = indicates sequence.

**Example:** He closed the door, then went to bed.

## Their/There/They're

**Their** = possessed or claimed by a group. **Example:** Their team won the World Series last year.

**There** = place. **Example:** The dog buried a bone there.

**They're** = they are. **Example:** They're leading the team to victory.

8

9

## Who/That

**Who** = refers back to a particular person.

**Example:** The woman who found the lost puppy got a reward.

**That** = refers to a nonhuman object.

**Example:** The organization that raised the most money for charity was honored at a banquet.

## Who's/Whose

**Who's** = who is/has.

**Example:** Who's going to the party? Who's eaten at that restaurant before?

**Whose** = belonging to a person.

**Example:** The girl whose sister was in an accident had to leave early.

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*Hint: If it doesn't sound right to say "who is/has," then use whose.*